

## SCHOOL FACILITIES

*Schools shall have facilities, equipment, instructional materials, instructional staff, and other personnel to provide educational services necessary to meet the stated objectives for which the educational services are offered.*



## SUMMARY: STEPS TO OBTAINING A LICENSE

1. Determine appropriate fees
2. Submit application and attachments
3. Application will be reviewed by Board Staff
4. Any additional information needed will be requested by Board Staff
5. Application will be placed on Board Meeting agenda
6. Application for Licensure will be reviewed by the Board
7. If approved, a License will be sent by mail

**QUESTIONS?** We are here for you... Give us a call.

**Phone:** 501.683.8000

**Fax:** 501.683.8050

**Email:** [sbpce@arkansas.gov](mailto:sbpce@arkansas.gov)

501 Woodlane, Suite 312 South  
Little Rock, Arkansas 72201

**Website:** [www.sbpce.org](http://www.sbpce.org)

## OBTAINING A SCHOOL LICENSE

## QUICK REFERENCE GUIDE



**Arkansas State Board of  
Private Career  
Education**





## STEPS TO OBTAINING A LICENSE

1. Log on to [www.sbpce.org](http://www.sbpce.org) and from the main page click on the link 'Codes/Regulations'. We recommend familiarizing yourself with our regulations and printing off a copy for your reference.
2. From our homepage, click on the link 'Schools'. From the 'Schools' page, click on the link 'Forms by Number'.
3. Start with Form 1000 (Original License Application). Note: this is our base form; many other forms and documents will be required to complete your application.
4. Any individual owning 10% or more of the school must have a FBI Background Check. For each individual fitting that criteria:

- Call SBPCE and request fingerprint card
- Print and fill out Forms 6000 (Owners Background Investigation Form) and 6050 (Arkansas State Police Identification Bureau Individual Record Check)
- Submit to SBPCE: completed fingerprint card, Form 6000, Form 6050, and a check for \$37.75 made out to the Information Network of Arkansas for each owner.

5. Refer to SBPCE Regulations to prepare the following documents:
  - Enrollment Agreement (Regulation page 32)
  - Student Ledger (Regulation page 26)
  - Attendance Records (Regulation page 26)
  - Transcript (Regulation page 27)
  - Certificate of Completion (Regulation page 26)
  - Placement Records, if applicable (page 26)
6. Create a school catalog. Refer to page 28 of our Regulations for what must be included in your catalog.
7. Complete form 2000 (New Program of Study for Licensed School) for each program the school will offer. EX: For a school teaching Body Art, one program would be Tattooing, one program would be Piercing, etc.
8. Submit Form 3000 (Instructor Record of Qualifications) and \$50 fee for each instructor. The following instructor categories have forms specific to their programs and will not require a Form 3000. Submit the form in parenthesis instead of the Form 3000 according to the category:
  - Real Estate (Form 3040)
  - Drivers Education (Form 3060)
  - Certified Nursing Assistant (Form 3070))
  - Body Art (Form 3080)
9. If you are offering a Real Estate Continuing Education course you must submit a course outline to be reviewed by the Arkansas Real Estate Commission. Submit Form 2040 (Real Estate Continuing Education Course Outline) along with the appropriate fees (\$25 for 3 hour, \$50 for 6 hour)
10. Submit Form 5000 (Admissions Representative Original Application) and \$375 fee for anyone employed by the school whose main function is to recruit students.
11. Call your local Fire Department and request a fire inspection

12. All schools must submit a Balance Sheet. If the school's highest tuition is above \$1000, it must be prepared by an accountant.
13. If your schools highest tuition is \$3000 or more, you must have a Surety Bond in the amount of \$10,000. Submit the bond with Form 4600 (Surety Bond).
14. Refer to pages 14-19 of SBPCE Regulations to determine original licensing fees due with the application. Call our office (501-683-8000) if you have questions.

**PLEASE NOTE:** After School is licensed, SBPCE will issue a bill for the Student Protection Fund. See page 32 of SBPCE Regulations for information on the Student Protection Fund

TRAIN...  
ADAPT...  
LEAD...  
INSPIRE!



Visit our website for  
more information

[www.sbpce.org](http://www.sbpce.org)